Next GCA Brown Bag
Wednesday, July 19, 11 a.m. - Noon, Foege N130A
If you would like to suggest a topic for the Brown Bag, please email gcahelp@uw.edu.

Summer 2017

How does Biennium Close impact grant and contract budgets?

The biennium crossover from 2015 to 2017 is almost upon us. While this transition has its biggest impact on state budgets, all UW budgets, including grants and contracts, are affected. In particular, the crossover limits the availability of certain UW systems and requires additional oversight from departments to ensure that all transactions belonging to the 2015 biennium are posted appropriately.

Impacts to GCA processes during Biennium Close:
Budget Setup
GCA will be closed on Tuesday, July 4 for the holiday and access to FAS will be reduced on Friday, July 7 due to Biennium Close. Please submit your Advance Budget Requests and Transpasus by COB July 3 to ensure timely processing. GCA will resume normal single business day budget set up on Monday, July 10.

Invoicing and Reporting
Departments whose grant or contract budgets require cost reimbursable invoicing or financial reporting for the period ending 6/30/17 may see unexpected discrepancies between GCA's report or invoice and MyFinancial.desktop Budget Summary for the period. During biennium crossover, the month of June does not completely close in UW's system until August. In order to submit invoices or reports due before that final close date, GCA must work with the partial June data.

If your sponsor requires backup documents to be submitted with an invoice, please wait until GCA has posted the June invoice to GrantTracker before compiling the necessary paperwork. This will ensure that your documentation matches the expenditure total on the invoice.

If you are responsible for preparing an interim financial report for the period ending June 30, please create a Variable Reporting Period Budget Summary report with an end date of July 7, 2017, so that your financial report is consistent with the financial reports created by GCA.

Any June transactions not reflected on an interim report or invoice will be included in the next report/invoice to the sponsor. In most cases, budgets ending 6/30/17 will have a FINAL reporting or invoicing deadline 60-90 days after the end date, allowing GCA to prepare and submit after the final June close. However, if your budget's final invoice or report is due less than 60 days after the budget ends, please ensure that GCA is informed of any pending transactions at least two weeks prior to the report/invoice due date.
If you have any questions or concerns, please do not hesitate to contact GCA via GrantTracker, GCAHelp@uw.edu or 206-616-9995.

**Need more information?**

Procurement Services’s [Biennium Close](#) page provides in-depth coverage of the fiscal year end and biennium crossover process, including a regularly updated schedule of all key deadlines by system/transaction type.

For detail on how the crossover affects MyFinancial.desktop’s reports and processes, please see MyFD’s [Biennium & Fiscal Year Close](#) page.

---

**Cost Share Systems Affected by Migration to Workday**

eFECs applications are scheduled to shut down between June 20 and July 6 to migrate this data into Workday. This will impact cost share commitment setup, faculty effort certification, and entering Non-Faculty Share contributions into the Cost Share Summary. FEC coordinators and faculty should have completed their certifications for the academic FEC cycle ending 3/15/17 by June 18.

---

**Financial Reporting Schedule is now available in GrantTracker!**

On May 30, GCA added a new section for financial reporting information to GrantTracker. The **Reports** section provides a detailed list of all scheduled financial reports. In addition to due dates and status, you’ll find frequency, format and if departmental assistance is required to complete this obligation.
If you do not see this section on your budget, GCA does not have a report scheduled in our database. If you are aware of a financial reporting requirement that is not listed, or have a question about any of the details, please send us a GrantTracker Note or contact us at GCAHelp@uw.edu or 206-616-9995. We will be happy to review the sponsor’s requirements with you.

Copyright © 2017 University of Washington, All rights reserved.

Our mailing address is:
4300 Roosevelt Way NE, Suite 300
Seattle, WA 98105

You are receiving this email because you are a subscriber to this list.
To unsubscribe, please send an email to gcahelp@uw.edu.