

Biennium Crossover Calendar: MyFD Expense Transfer & JV Cutoff Dates: July 2019

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1 Month 24	2 Month 24	3 Month 24	4 HOLIDAY	5 Month 24	6 BXO Biennium Crossover
7	8 Month 25	9 Month 1	10 Month 25 Recommended last day to transfer expenses requiring Central Office review*	11 Month 25	12 Month 1	13
14	15 Month 25	16 Month 1	17 Month 25 LAST DAY to submit expense transfers requiring Central Office review* (4pm cutoff)	18 Month 25	19 Month 1	20
21	22 Month 25	23 Month 1	24 Month 25 LAST DAY to submit expense transfers & JVs for posting to Biennium 2017 (4pm cutoff)	25 Month 1 Recommended Dean's Day review (Deans may also take action)	26 Month 25 Dean's Day (4pm cutoff)	27
28	29 Central Office Only	30 Central Office Only	31			

On days marked as Month 24 or Month 25: Submitted expense transfers for transactions originally posted to June 2019 or earlier, and MyFD JVs marked for prior fiscal year, will be uploaded to FAS for processing at 4:00 pm. Successful expense transfers and MyFD JVs will post to **June 2019**.

On days marked as Month 1: Submitted expense transfers which originally posted on or after July 1, 2019, and MyFD JVs marked for the current period, will be uploaded by FAS for processing at 4:00 pm. Successful expense transfers and MyFD JVs will post to **July 2019**.

Last Days
July 17th is the last day to submit expense transfers that require Central Office review.
July 24th is the absolute last day campus and Central Office can submit expense transfers or MyFD JVs for posting to the 2017-2019 biennium.
Exception: July 26th (Dean's Day)

Dean's Day
Transactions submitted by July 26th (Dean's Day) by individual who has "Biennium Close JV/Transfer (Deans/VPs)" access in ASTRA.
Deans may take action sooner than July 26th and may choose to review transactions beginning July 25th.
Dean's Day should not be relied upon and only used in exceptional circumstances.

Recommendations
July 10th is the recommended last day to submit expense transfers requiring Central Office review.
It is strongly recommended that expense transfers be processed well before the cutoff dates as there is no alternative way to record an entry to the 2017 - 2019 biennium after July 26th.

Important Notes
No processing of any transactions will occur on the day of Biennium Crossover, July 6th.
Any expense transfers or MyFD JVs submitted after 4:00 pm on July 26th will post to the 2017 - 2019 biennium.
After July 26th, expense transfers of transactions in the old biennium must be either to or from a grant budget.

Resources
*Review a list of expense transfers which require Central Office review at: http://finance.uw.edu/myfd/faq?term_node_tid_dept=Policies and Procedures
Review the Procurement Services website for other system and process cutoff dates: <http://finance.uw.edu/ps/reports-reconciliation/bienniumclose>
Need help?
Email myfdhelp@uw.edu or Call 206-543-4500