# Biennium Crossover Calendar: MyFD Expense Transfer & JV Cutoff Dates: July 2021

<table>
<thead>
<tr>
<th>SUN</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOLIDAY</td>
<td>Biennium Crossover</td>
<td>1</td>
<td>Month 24</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>Month 24</td>
<td></td>
<td>8 Month 25 Recommended last day to transfer expenses requiring Central Office review*</td>
<td>9</td>
<td>Month 1</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>Month 25</td>
<td></td>
<td>15 Month 25 LAST DAY to submit expense transfers requiring Central Office review* (4pm cutoff)</td>
<td>16</td>
<td>Month 1</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>Month 25</td>
<td></td>
<td>22 Month 25 LAST DAY to submit expense transfers &amp; JVs for posting to Biennium 2019 (4pm cutoff)</td>
<td>23</td>
<td>Month 1</td>
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<tr>
<td>25</td>
<td>26</td>
<td>Month 25</td>
<td>Deans Day (4pm cutoff)</td>
<td>27</td>
<td>Month 1</td>
<td>28</td>
</tr>
</tbody>
</table>

**On days marked as Month 24 or Month 25:** Submitted expense transfers for transactions originally posted to June 2021 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 2021.

**On days marked as Month 1:** Submitted expense transfers which originally posted on or after July 1, 2021, 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 2021.

**Last Days**
- July 15th is the last day to submit expense transfers that require Central Office review.
- July 22nd is the absolute last day campus and Central Office can submit expense transfers or MyFD JVs for posting to the 2019-2021 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 23rd.
- Dean’s Day should not be relied upon and only used in exceptional circumstances.

**Recommendations**
- July 8th is the recommended last day to submit expense transfers requiring Central Office review.
- It is strongly recommended that transfers be processed well before the cutoff dates as there is no alternative way to record an entry to the 2019 - 2021 biennium after July 26th.

**Important Notes**
- No processing of any transactions will occur on the day of Biennium Crossover, July 7th.
- Any expense transfers or MyFD JVs submitted after 4:00 PM on July 26th will post to the 2021 - 2023 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:*
- 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