

# Biennium Crossover Calendar: MyFD Expense Transfer & JV Cutoff Dates: July 2023

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3 <b>Month 24</b>	4 <b>HOLIDAY</b>	5 <b>Biennium Crossover</b>	6 <b>Month 25</b> <b>Recommended last day</b> to transfer expenses requiring Central Office review*	7 <b>Month 25</b>	8
9	10 <b>Month 25</b> <b>LAST DAY</b> to submit expense transfers requiring Central Office review* ( <b>4pm cutoff</b> )	11 <b>Month 25</b>	12 <b>Month 25</b> <b>LAST DAY</b> to submit expense transfers & JVs for posting to Biennium 2021 ( <b>4pm cutoff</b> )	13 <b>No Processing</b> <b>Recommended Deans Day review</b> (Deans may also take action but no upload)	14 <b>Month 25</b> <b>Deans Day (4pm cutoff)</b>	15
16	17 <b>Central Office Only</b>	18 <b>Central Office Only</b>	19 <b>Central Office Only</b>	20 <b>Financial Acct Only</b>	21 <b>Final Close</b>	22
23/ 30	24/ 31	25	26	27	28	29

**On days marked as Month 24 or Month 25:** Submitted expense transfers for transactions originally posted to June 2023 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 2023**.

## Last Days

July 10th is the **last day** to submit expense transfers that require **Central Office review**.

July 12th is the **absolute last day** campus and Central Office can submit expense transfers or MyFD JVs for posting to the 2021-2023 biennium.

Exception: July 14th (Dean's Day)

## Deans Day

Transactions submitted by July 14th (Dean's Day) by individual who has "Biennium Close JV/Transfer (Deans/VPs)" access in ASTRA.

Deans may take action sooner than July 14th and may choose to review transactions beginning July 13th.

**Dean's Day should not be relied upon and only used in exceptional circumstances.**

## Recommendations

July 6th 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 2021-2023 biennium after July 14th.

## Important Notes

No processing of any transactions will occur on the day of Biennium Crossover, July 5th.

No processing of any transactions will occur on July 13th. Deans may take action in advance of Deans Day, but processing will occur on July 14th only.

## 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](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](mailto:myfdhelp@uw.edu) or Call 206-543-4500